

## MINUTES

### FRANKFORD TOWN COUNCIL

March 10, 2014

Town Council	Jesse Truitt, Pres.
Roll call:	Joanne Bacon, Vice-Pres. Cheryl Workman, Sec./Treasurer Pamela Davis Charles Shelton- <b>Absent</b>
Town Employees:	Terry Truitt, Town Administrator Chief William Dudley, Police Frankford Vol. Fire Co- <b>Absent</b>
Others:	Bryan & Cheryl Marshall David Ward Trip Colonell, Coastal Point

The regular monthly meeting of the Frankford Town Council was opened by Pres. Jesse Truitt at 7:00 PM.

Chief William Dudley officiated by swearing in two of the three new council members by reading the oath of office aloud to each member. Jesse Truitt and Pamela Davis took their oath of office and were welcomed back to Council.

Reorganization of Council was next on agenda. The following appointments for the upcoming year were suggested as follows:

Jesse Truitt	President.
Joanne Bacon	Vice-President
Cheryl Workman	Sec./ Treasurer

The following liaison positions for the upcoming year were suggested as follows:

Parks & Grants:	Joanne Bacon
Streets:	Pamela Davis
Police:	Charles Shelton
Water:	Jesse Truitt/ Cheryl Workman

A motion to accept the above listed appointments to Council and nominations for the appointment to their respective liaison positions was made by Joanne Bacon with a 2<sup>nd</sup> by Cheryl Workman. Motion was unanimous.

A motion was made to rehire the Town Employees and Current Agents: Terry Truitt, Chief William Dudley, David Ward, Morris, James, Wilson, Halbrook & Bayard; Administrative Personnel: Jefferson, Urian, Doane & Sterner; URS, Cabe Associates under existing conditions by Pamela Davis with a 2<sup>nd</sup> by Cheryl Workman. Motion was unanimous.

A motion was made to accept the agenda as posted with no deletions or additions by Cheryl Workman with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous.

**Citizen's Privilege:**

Pres. Jesse Truitt called on those present if they wanted to address Council with concerns/questions posted on agenda items. No one in attendance wished to address Council.

A review of the Town Council Monthly Minutes from February 3, 2014 was done and there being no discussions; A motion was made to accept the minutes as presented by Cheryl Workman with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous. Pres. Jesse Truitt noted he had concerns over the billing for legal fees imposed on the Town. He added that during the month of January 2014 alone Town Election matters cost the Town almost \$3,500 with most of that being the result of the Town having to defend on going matters with Greg Welch spanning over 13 years. Council noted this was a waste of tax payer's monies and was a repetitive result from the 2012 Town Election.

Council Pres. Jesse Truitt called on Cheryl Workman to read aloud the Financial Report in its entirety. Council reviewed the Financial Report/ Accounts Payable; A motion to pay the bills as listed was made by Joanne Bacon with a 2<sup>nd</sup> by Cheryl Workman. Motion was unanimous.

**Report from Town Employees:**

**Water Plant:** Pres. Jesse Truitt noted everything was running fine at the Water Plant and added David Ward had been busy painting inside the Water Plant and was doing a great job.

**Terry Truitt, Town Administrator:** Terry Truitt presented Council with a copy of the Code Enforcement report for February 2014. She wanted to acknowledge and publicly thank Pamela Hoban who had served as one of this year's Election Officer for donating the fee paid to her (\$75.00) back to the Town toward the Town Park.

**Maintenance:** Pres. Jesse Truitt noted that David has been busy especially with snow.

**Chief William Dudley, Police:** ; Chief Dudley reported for the period of 2/3- 3/3/2/14 there were 32 tickets written for speed, 9 for license, 2 for registration, and 7 for miscellaneous for a total of 50 written for the prior month. He added there were 22 complaint/ service calls and 1 criminal arrest during the same time period.

He noted there had been a rash of small scale burglaries in the area which had been solved in conjunction of the Del. State Police. He added the theft of the four wheeler is still underway. He noted he would be using monies allotted under the funding for Combatting Violent Crimes Grant (\$900.00 and some change) to be utilized in partnering with the Town Library for Del Cinco De Mayo on Sunday, May 4, 2014 from 1-5pm. He was hoping it would serve to be proactive in mixing the cultures together since the Town is highly diverse. He hopes to regenerate the Neighborhood Watch Program as well.

### **REPORTS:**

President Truitt asked for report(s) from Council regarding Parks, Police, Streets and Water.

**Joanne Bacon- Parks-** Councilwoman Joanne Bacon noted that she wanted to refresh the Town Council on the standing of ordering the equipment for the Town Park. She noted the Town had originally obtained a quote from West Recreation in the amount of **\$36,746.55** and it subsequently did not include labor for installation. She said Liberty Parks and Playgrounds had submitted a quote in the amount of **\$30,323.16** which was all inclusive and would save the Town **\$6,423.39**. A motion was made to amend the original motion and approve the purchase by Liberty Parks and Playgrounds in the amount of **\$30,323.16** by Pamela Davis with a 2<sup>nd</sup> by Cheryl Workman. Motion was unanimous.

**Charles Shelton, Police-** Absent with no report given.

**Pamela Davis, Streets-** She noted there was a pot hole near the corner of Reed and Honolulu which needs addressing. Also, a repair near the end of Reed Street from a prior water leak needs to be repaired. David Ward (who was in attendance) was directed to address both repairs.

**Jesse Truitt/ Chery Workman, Water-** Both reported they had nothing new to report at this time.

**Frankford Volunteer Fire Co. –** Absent with no report provided.

### **UNFINISHED BUSINESS:**

Council noted there was no unfinished business to discuss at this time.

**NEW BUSINESS:**

Pres. Jesse Truitt reviewed with Council members the possible acceptance of DelDot Transportation funding for the replacement of sidewalks on Know Street in the amount of \$32,000.00. He noted this did not require matching funding by the Town. A motion was made to accept the DelDot funding in the amount of \$32,000.000 for sidewalk replacement along Knox Street was made by Joanne Bacon with a 2<sup>nd</sup> by Cheryl Workman. Motion was unanimous.

Pres. Jesse Truitt then discussed with Council members the need to proceed with advertising for bids on the above project/ funding. A motion to proceed with advertising for sidewalk replacement along Knox Street was made by Joanne Bacon with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous.

Pres. Jesse Truitt read aloud the name of Charles Edward McCray, #16 Kauffman Lane for possible consideration to be included on the listing of Eligible Voters for the Town of Frankford. A motion was made to accept the registration for Charles Edward McCray to be added to the listing of registered voters for the Town of Frankford by Joanne Bacon with a 2<sup>nd</sup> by Cheryl Workman. Motion was unanimous.

Pres. Jesse Truitt then outlined the necessity to proceed with the hiring of a p/t clerical staff. Council members discussed the opening. Councilwoman Joanne Bacon and Cheryl Workman both offered to come into Town Hall and start the process of reviewing the applications on file and proceed with scheduling interviews of those selected. Terry Truitt then outlined the need to develop a rate of pay to be offered for the position as this could come up during the interview process. Pres. Jesse Truitt felt it would be best to cover that while in Executive Session.

Pres. Jesse Truitt introduced the ordinance by reading in its entirety: **“AN ORDINANCE AMENDING THE 2008 COMPREHENSIVE PLAN FOR THE TOWN OF FRANKFORD BY SUBSTITUTING REVISED MAP 8 RELATING TO ANNEXATION AND FUTURE LAND USE”**.

Pres. Jesse Truitt requested a motion to go into Executive Session to discuss personnel issues relating to job performance and duties. A motion was made to enter into Executive Session to discuss personnel issues relating to job performances and duties at 7:26pm by Cheryl Workman with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous.

Council returned from Executive Session at 8:09 P.M with no formal motion to be made.

Pres. Jesse Truitt requested a physical check of those who were in attendance earlier to rejoin the meeting. Terry Truitt volunteered to check the waiting area and subsequent parking lot of any one remaining so that the regular session of the Town meeting could resume. Terry Truitt returned noting no one was remaining / present.

**Correspondence:**

Pres. Jesse Truitt noted there were no correspondences to review.

There being no further business, a motion to adjourn was made by Cheryl Workman with a 2<sup>nd</sup> by Pamela Davis at 8:12 PM. Motion was unanimous.

Respectfully submitted,

Terry H. Truitt  
Town Administrator  
Town of Frankford